

KISORE ANJIR

IT SPECIALIST & WEB DEVELOPER

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AREAS OF EXPERTISE

- ◆ Website Development
- ◆ Website Design (Design and develop interfaces)
- ◆ Graphic Design (Logo, banner, business cards)
- ◆ Team and Project Leadership
- ◆ System Implementation
- ◆ Troubleshooting and Issue Resolution
- ◆ Research, Analysis, and Development
- ◆ Photography Retouching
- ◆ End-user Training and Support
- ◆ Policy Planning and Implementation

EDUCATION HISTORY

Master of Information Systems Management

Keller Graduate School of Management, Long Island City, NY

Concentration in Data Administration and Management

Degree Anticipated June 2011

Bachelor of Technology, Computer Systems Technology

New York City College of Technology /CUNY, Brooklyn, NY

Concentration in Object-Oriented Systems Analysis & Design, Networking, and Web Programming

January 2009

PROFESSIONAL EXPERIENCES

IT Specialist & Web Developer

July 2006 – Present

The International High School at LaGuardia Community College, Long Island City, NY

- ✓ Designed, and developed interactive and user friendly website to improve information accessibility.
- ✓ Maintain the website frequently to keep it up-to-date with school's events and activities.
- ✓ Created automated online equipment reservation system for teachers which reduced work overload.
- ✓ Assist students and teachers in resolving hardware, software, domain accounts and Internet issues.
- ✓ Test systems to ensure the detection and elimination of viruses to protect users' information.
- ✓ Provide consultation in purchasing new technology equipment to team members.
- ✓ Manage IT department's \$100K budget by ensuring all expenses are accurately planned and recorded.
- ✓ Interview and hire new interns in accordance with policies established by the department.
- ✓ Facilitate yearly Information Technology orientation for approximately 100 students and 5 teachers.
- ✓ Conduct weekly Computer for Beginners training for 15 non-English speaking parents.
- ✓ Researched information on email accounts and online storage system for entire school, and implemented a system that saves the school \$10K yearly.

College Assistant

June 2004 – June 2006

The International High School at LaGuardia Community College, Long Island City, NY

- ✓ Maintained computer laboratory for 500 students by ensuring compliance of usage policies.
- ✓ Assisted students in resolving diverse hardware, software, and document-formatting issues.
- ✓ Ensured proper maintenance of students' workstations, printers, scanners and external devices.

Freelance Graphic Artist & Web Developer

June 2003 - Present

- ✓ Designed, and developed new web interfaces for eCommerce websites and personal blogs.
- ✓ Provide expertise in digital photo retouching, color correction, restoration and compression.
- ✓ Provide banner, logo, corporate identity, and business card for a variety of clients.

ADDITIONAL COMPETENCIES

Applications

Microsoft Office Suites, Adobe Photoshop, and many others

Languages

ASP, COBOL, C++, CSS, HTML, XHTML, PHP, Visual Basic, MySQL

Platforms

Windows 9x/NT/2000/XP/Vista/7, Mac OS, Linux (Ubuntu)

Others

Windows Networking, Smartboard, Multimedia Editing, Bilingual – English & Bengali

US Citizen